

EBSCOhost Alerting Services

Setting Up a Journal Alert

You can set up an e-mail alert to automatically notify you each time a new issue for a selected journal title is available.


To set up a journal alert:

1. Click the **Publications** link. To locate the publication, enter the title in the **Browse Publications** field and click **Browse**, or use the **A - Z** links and left/right arrows to browse through the list of titles.
2. From the journal's Publication Details Screen, click the **Journal Alert** link. If you have not signed in to My EBSCOhost, you will be prompted to do so.
3. The Journal Alert Screen appears, on which the **Journal Alert Name**, **Date Created** and **Database** name have automatically been filled in.



4. In the **Run Alert for** field, select how long the journal alert should run:
 - One month (the default)
 - Two months
 - Six months
 - One year
 - Perpetuity – when this option appears, you can create a non-expiring alert.

Journal Alert Screen

Journal Alert  [Folder has items.](#)

Enter information in the fields below. You will be notified each time a new issue is made available on EBSCOhost for the following journal: *ABA Journal*

Alert Name	ABA Journal
Date Created	2/27/2007
Databases	Academic Search Premier
Interface	EBSCOhost
Run Alert for	One Year
Alert Options	Alert results format <input checked="" type="radio"/> Brief <input type="radio"/> Detailed <input type="radio"/> Bibliographic Manager <input checked="" type="checkbox"/> Limit EBSCOhost access to only the articles sent <input type="checkbox"/> Alert on full text only
E-mail Properties	<input checked="" type="radio"/> Email all alerts and notices <input type="radio"/> Email only creation notice <input type="radio"/> No e-mail (RSS only) E-mail Address (please separate e-mail addresses with a semicolon) <input type="checkbox"/> Hide addresses from recipients Subject <input type="text"/> Title EBSCOhost Alert Notification E-mail [From] address qaalerts@epnet.com E-mail Results format <input checked="" type="radio"/> Plain Text <input type="radio"/> HTML <input type="checkbox"/> Link to TOC page on EBSCOhost <input checked="" type="radio"/> Article links embedded within the e-mail message Include in e-mail <input checked="" type="checkbox"/> Query <input checked="" type="checkbox"/> Frequency

In the **Alert Options** area

1. Select the **Alert results format** to use: Brief, Detailed, or Bibliographic Manager formats.
2. To **limit EBSCOhost access to only the articles in the alert** (rather than the entire site), mark the checkbox to the left of this field.
3. **Alert on full text only** – Mark the check box to indicate that you want to set up an alert for only the full text

*In the **E-Mail Options** area*

1. Indicate how you would like to be notified. Select one:
 - E-mail all alerts and notices (the default)
 - E-mail only creation notice
 - No e-mail (RSS only) – if you select this option, the remaining E-mail Properties will be hidden (because they are not necessary for RSS).
2. **E-mail Address** - to be notified by e-mail when a new issue is available, enter your e-mail address. If you are entering multiple e-mail addresses, place a semicolon between each e-mail address.
3. **Hide Addresses from recipients** – if you select this option, the e-mail addresses you enter will be placed into the BCC (Blind Copy) field of the e-mail, rather than the “To” field.
4. **Subject** - enter a brief explanation that will appear in the subject line of the Journal Alert e-mail.
5. **Title** - you can optionally enter a title for the e-mail. The default value for the Title field is: *EBSCOhost Alert Notification*.
6. **E-mail [From] address** - defaults to *EPAalerts@EPNET.COM*. You can enter a different "From" e-mail address if desired.
7. Select the **E-mail format to use**: Plain Text or HTML.
8. Indicate whether you want to include: **Link to TOC page on EBSCOhost** or **Article links embedded within the results**.
9. **Include in e-mail** - To have your search string included with your results, mark the **Query** check box. To include the frequency (how often the alert will run), mark the **Frequency** check box.
10. When you have finished making changes, click **Save**. You will be returned to the Publication Details Screen. A message is displayed that indicates a journal alert has been set for the publication.